



# LIBRARY RESEARCH GUIDE: PROFESSIONAL LEADERSHIP

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## General Tips for Searching E-resources

(Note: These techniques usually work with online catalogs, periodical databases, reference databases, search engines, and other standard library resources):

- To search for exact phrases, enclose them within double quotation marks:
  - “south carolina”
- To search for multiple endings of words, use an asterisk/star in place of the variant endings. This technique is known as “truncation.”
  - leader\* (retrieves “leader,” “leaders,” “leadership,” etc.)
  - environment\* (retrieves “environment,” “environments,” “environmental,” “environmentalists,” etc.)
- To find all terms, use the “and” command. This command narrows your search.
  - leadership and humor
  - NOTE: Certain resources (e.g., Google products) *assume* an “and” between multiple search terms, so you don’t need to include one there.
- To find synonymous/equally acceptable terms, use the “or” command (and enclose the phrase within parentheses). This command broadens your search.
  - leadership and (gender or sex)

## Finding Reference/Background Materials

- Useful electronic reference databases include [Credo](#) and [Oxford Reference](#), both of which comprise hundreds of reference resources on all subjects.

## Finding Books

- To find books, both print and electronic, in Converse’s Mickel Library, go our [Discovery Service](#), key in your terms, and select “Converse Catalog”; to find borrow-able books in South Carolina college/university libraries, go to our [Discovery Service](#), key in your terms, and select “PASCAL Delivers”:

- leadership – united states
- school administrators
- women and leader\* and “south carolina”
- principals and elementary
- To find **citations to books in libraries throughout the U.S.**, most of which can be borrowed via Interlibrary Loan (see below), use [WorldCat](#).
- To find additional ebooks, use the library’s Discovery Service and select “Articles, Books, and More.” Then limit your search to “Books” as the “Resource Type” (note: in addition to ebooks, you’ll also retrieve print books held in Converse’s library.)

### Finding Doctoral Dissertations

- [ProQuest Dissertations & Theses Global](#) - 2.5 million full-text dissertations/theses (1997 – ) as well as 5 million citations to dissertations/theses from thousands of universities around the world.
  - Sample search:
    - Note: in order to exclude a large number of irrelevant dissertations, I’d recommend using the “Advanced Search” option and restricting your search to the “Anywhere except full text” field:
      - “school principals” and humor
- [OpenDissertations](#) - citations to dissertations/theses from the early 20th to the present; occasionally provides a link to the complete dissertation/thesis.

### Finding Periodical Articles

- Periodical Databases
  - [Business Source Premier](#) -- one of the world’s largest business databases, comprising thousands of periodicals in areas such as marketing, economics, finance, etc.
    - Sample searches:
      - “prepared foods” and grocer\* and consumer\*
      - delegate\* and (gender or sex)
  - [Academic Search Complete](#) – covers over 12k magazines and academic journals in all disciplines; more than 8k of these titles include the complete text of the articles.
    - Sample search:
      - “school uniforms” and achievement
  - [PsycINFO/PsycARTICLES](#) - PsycINFO covers thousands of journals in psychology and related disciplines. Includes citations and abstracts.

*PsycARTICLES* provides full-text articles from 70+ of the journals indexed in *PsycINFO*.

- Sample search:
  - narcissis\* and leadership
- [ERIC \[Education Resources Information Center\]](#) – the most comprehensive index to education-related documents. Includes citations, abstracts, and often the full text of journal articles and other resources. Goes back to 1966.
  - Search statement:
    - “word problems” and (math or mathematics) and (“middle school” or “junior high”)
- [Education Full Text](#) – indexes over 700 journals in education and provides the full text of around 350 of these.
- [Professional Development Collection](#) – indexes around 500 education journals, most of them peer-reviewed publications. Includes the full text of many of these journals.
- Individual Journals
  - [Leadership Quarterly](#) (2016 - )
  - [Review of Educational Research](#) (1999 - )
  - [Review of Research in Education](#) (1999 - )
  - [Group and Organization Management](#) (1999 - )

### **Finding “Articles, Books, and More”**

- Go to the library’s [Discovery Service](#), type in your search terms, and select “Articles, Books, and More” from the drop-down menu to retrieve literally BILLIONS of journal articles, books, book chapters (etc., etc.) from thousands of individual databases.

### **Finding Out If Our Library Owns a Particular Periodical**

- To find complete articles for which you’ve found only a citation or abstract, you’ll first want to click the “[Periodicals by Title](#)” link on the [library’s home page](#) (in the “Research” section, within the “Discovery Service” category). Key in some or all of the periodical’s name (NOT the title of the article itself), and you’ll see a listing of periodicals the library owns in electronic format as well as those it owns in print/physical format. For those in electronic format, their records will provide links to the database(s) that include(s) them. Occasionally these records will be incorrect or confusing; if you have any trouble determining whether the library

has access to a particular journal article, please contact us through the “Ask a Librarian” service.

### Using Interlibrary Loan/PASCAL Delivers

- Once you’ve determined that our library doesn’t own a book or article (etc.) that you need, you’re encouraged to go through either of the two services below to get it. We can borrow from among millions of resources held by thousands of libraries across the country.
- If you need a **BOOK**, first check PASCAL Delivers by going to our [Discovery Service](#), keying in your search terms and selecting “PASCAL Delivers.” If you find the book there, click on it, sign in, and click on “Request via PASCAL Delivers.” These books generally arrive within a few business days.
- If you need a **BOOK NOT HELD IN PASCAL DELIVERS**, or if you need an **ARTICLE OR ANY OTHER NON-BOOK SOURCE OF INFORMATION**, go [to Interlibrary Loan](#) and select the correct form. Articles generally arrive – sometimes in electronic format, sometimes in photocopied print format - within 2-7 business days. Books generally take a little longer: 5-10 business days.

